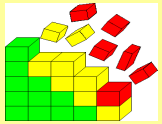
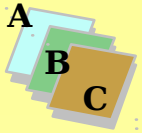
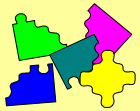
HERE

START

Initial Meeting	**Effective IPT**	**Requirements**	**Market Research**	**Risk Management** 
Post Award Lessons Learned CPARs	Industry Involve AE Acquisition Excellence Involve User			**Acquisition Strategy**
Debriefings				**Technical Requirements**
Contract Award	**Source Selection** A B C 	**Final RFP**	**Draft RFP** 	**Evaluation Criteria** Section L Section M

IPT Considerations

- **Kickoff / Brainstorming / Initial IPT Meeting**
- **Introduction of Attendees** (Discussion of ACE services available as needed by team members)
- **Roles and Responsibilities** (ACE describe the roles and responsibilities of the team members)
- **Requirements Definition** (Program Office provide brief description of the requirement and status of the document (PWS, SOW, SOO, TRD, etc…))
- **Program Background/History** (Including problems, lessons learned, areas to improve)
- **System Engineering Master Plan (SEMP)** (Do you have/need a SEMP? Get input from the Engineer.)
- **Integrated Logistics Support Plan (ILSP)** (Are all the logistics parties i.e. IMS, PMS, ES, Program Manager, Engineer, involved in providing input to the ILSP?)
- **Market Research** (What research has been performed to date, and what is planned for the immediate future?)
  - Early Industry Involvement (Consider FedBizOps, Industry Days, Draft RFP, and Pre Solicitation Conference)
  - A Continuous Process (Document as you go)

IPT Considerations

- **Acquisition Planning** (Good information for putting your Acquisition Strategy together)
  - Milestones (Need to build realistic dates)
  - Dollar Value
  - What Sources are out there now that we are aware of? (How did we find them, Market Surveillance?)
  - Small Business Involvement or Possibilities
  - Competition (Is there any? Why or why not)
  - Trade-Offs (What's most important, price, technical, past performance, or delivery, etc…)
  - Multiple Awards (IDIQ) (Is it a good idea for this acquisition?)
  - Source Selection Procedures (LPTA, PPT, Basic, Median, Agency)
  - Contract Type (FFP, Cost type, Requirements, IDIQ, any incentives/award fees)
  - Use of Performance Specs, SOO, SOW, etc. & consideration of data deliverables
  - Pricing Considerations (Schedule B issues, any incentives)
  - Delivery / Performance Period (How long do you want the contract, any lead times)
  - Contract Admin/Management (Is it Services? If so need QASP. Who will administer? DCMA?)
  - Any Budgeting of Funding Issues (Is funding available now?)
  - Any Management Information Requirements?
  - Any Test & Evaluation or First Articles?
  - Quality Assurance, Reliability, or Maintainability, or Warranty issues?
  - Standardization Issues. (Usually in Systems Acq - Are there standardization issues for any part of the acquisition for interface or commonality of other systems?)
  - Government Furnished Equipment or Information (Any being provided)
  - Environmental Considerations?
  - Any Security Considerations?
  - Streamlining Considerations (Clearance Levels, unnecessary processes)

IPT Considerations

- **Risk Assessment** (Conducted to assess the probability, consequences, and mitigation options for Risk in to acquisition. Primarily looking at Risk in Performance, Technical, Cost, and Schedule)
- **Evaluation Criteria** (Building Section L & M)
  - Mission Capability (Quality, Technical, Reliability, Experience, Personnel, Sm Business Programs)
  - Price
  - Past Performance
  - Proposal Risk (Measured against the Mission Capability subfactors)
- **Draft RFP (Required information)**
  - Funding Document (with Independent Government Estimate)
  - Requirement Document (SOO, PWS, SOW)
  - Attachments (GFE Listings, Workload, CDRLS, Maps, etc…)
  - Section L & M (Evaluation and Award Criteria)
- **Source Selection**
  - SSET Team & Training (SS, PRAG, EZ-Source)
  - What is the team experience level in Source Selection
  - Documentation/Briefing SSA requirements
- **Action Items (Always document your Meetings, Attendance, and Action Items)**